

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: May 10, 2007
	Section 10: Request to Place an Indiana Child in Another State	Version: 1

POLICY	OLD POLICY: 505, 506
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The Indiana Department of Child Services (DCS) will require the local DCS office, wanting to place an Indiana child, who is a ward, in another state with a parent, relative or foster parent to submit a referral packet to the DCS Interstate Office. The referral packet must contain the following:

1. A cover letter detailing:
 - a. The reason for the referral including any specific issues that need to be addressed.
 - b. The requirement that all prospective placements submit to a National Criminal History Check prior to approval of placement.
2. The child's social history, see [Chapter 10: Social Summaries](#).
3. The child's medical history.
4. Psychological reports and any other reports current within the past year.
5. Documentation of the child's legal status, including wardship/custody order or other applicable court order documenting DCS care custody and control over the child. This includes juveniles subject to probation for delinquent acts. If the wardship is over 18 months old, the most recent order must be included, as well as the order granting wardship.

Note: All court orders must be signed and dated by the presiding judge.

6. A copy of the child's case plan, if applicable.
7. Other pertinent records, such as school records, birth certificate, and Social Security Card.
8. DCS will not require that prospective out-of-state placements be licensed prior to placement.
 - a. Upon placement, the local DCS office will send a letter to the unlicensed relative requesting that he/she begin the licensing process in the receiving state.
 - b. Once the placement resource is licensed, the DCS centralized eligibility unit will coordinate the tracking of the out of state license.

Note: If the receiving state has a requirement that incoming Interstate Compact of Placement of Children (ICPC) referrals be licensed or meet certain other requirements, DCS will abide by such requirements and require a copy of the license.

9. DCS will require a new referral for all foster care conversions to adoption.
10. DCS will honor requests for priority placement in accordance with the separate policy, [9.2: Priority Placements](#).
11. The DCS interstate office may reject or return incomplete requests, which may result in placement denial.

12. DCS **will not allow** an Indiana child to be placed in another state **without the written approval** of both DCS interstate office and the receiving state's interstate office.

Code References

1. IC 31-28-4

PROCEDURE

Step 1

The local DCS office wishing to place an Indiana child in another state will:

1. Complete a referral packet and an [Interstate Compact on the Placement of Children Request/100A](#).
 - a. Retain a copy of the [Interstate Compact on the Placement of Children Request/100A](#).
 - b. Submit three (3) identical copies of the packet and the completed [Interstate Compact on the Placement of Children Request/100A](#) (five of the six carbonless copies).

Step 2

The DCS Interstate Office will:

1. Ensure that all necessary documentation is included.
2. Review the packet for accuracy.
3. Approve the [Interstate Compact on the Placement of Children Request/100A](#).
4. Forward the packet to the receiving state's interstate office, retaining a copy for its records.

Step 3

The receiving state's local agency will:

1. Complete the requested home study, including a specific placement recommendation.
2. Return the home study to its state Interstate Office.

Step 4

The receiving state's Interstate Office will:

1. Review the request and the receiving agency's report.
2. Send a copy of the report and the [Interstate Compact on the Placement of Children Request/100A](#) with the placement decision to the Indiana DCS interstate office.

Step 5

The DCS Interstate Office will:

1. Forward the home study and placement decision to the local DCS office.

PRACTICE GUIDANCE

1. N/A

FORMS AND TOOLS

1. [Interstate Compact on the Placement of Children Request/100A \(State Form 106\)](#)
2. [Case Plan \(State Form 2956\)](#)

3. [Indiana Interstate Compact on the Placement of Children Financial/Medical Plan – If Child Is Placed Out-of-State \(State Form 49597\)](#)

RELATED INFORMATION

Timeline

Fifty (50) calendar days is the required time for completion of the necessary work. The 50 days begin when the receiving Interstate Office receives the referral packet and it ends when the receiving state sends the home study and placement decision to the Indiana Interstate Office.